

*To register for this seminar, please
fill in the requested information
below, then email or fax this form
NO LATER THAN
September 1, 2004 to:*

*Norma J. Mannix, Coordinator
Retirement Savings Education
Campaign
Tel. (202)693-8684
Fax: (202)219-8141
Email: mannix.norma@dol.gov*

REGISTRATION INFORMATION

1. Name and Title

2. Organization/Company

3. Address

4. Telephone/Fax/Email

Individuals with disabilities who need special accommodations please check here. _____

The list of attendees will be available upon request. Please indicate if you do not want your name shared by checking here. _____

U.S. Department of Labor
Employee Benefits Security Administration
200 Constitution Avenue, N.W.
Room N5625
Washington, DC 20210

Penalty for Private Use, \$300
3-450



U.S. DEPARTMENT OF LABOR

GETTING IT RIGHT

KNOW YOUR FIDUCIARY RESPONSIBILITIES

A RETIREMENT PLAN COMPLIANCE ASSISTANCE SEMINAR FOR SMALL BUSINESS

SEPTEMBER 8, 2004

Dear Colleague:

Strong fiduciary oversight and protecting workers' benefits is one of the highest priorities of the U.S. Department of Labor. The best way to protect workers' benefits is by preventing problems before they start. Our newest compliance assistance program – ***Getting It Right – Know Your Fiduciary Responsibilities*** – will increase awareness and understanding about basic fiduciary responsibilities when operating a retirement plan.

Getting it right, however, can be challenging. This is especially true for small and medium sized employers who have limited time, resources, and access to professional help with benefit programs.

Specifically, getting it right means:

- Understanding your plan and your responsibilities;
- Carefully selecting and monitoring service providers;
- Making contributions on time;
- Avoiding prohibited transactions; and
- Making appropriate disclosures to plan participants and filing annual reports to the government on time.

Our new program combines free seminars around the country, new educational materials, and a dedicated webpage on EBSA's website. With the valuable participation of our partners, ***Getting It Right*** will offer a helping hand to those who want to do the right thing.

I hope you will join us at this upcoming seminar. Helping fiduciaries to get it right benefits us all.

Sincerely,



Ann L. Combs
Assistant Secretary
Employee Benefits Security Administration

**BURLINGTON, MASSACHUSETTS
SEPTEMBER 8, 2004
AGENDA**

8:30 – 9:00 a.m. – **Registration & sign in**

9:00 – 9:30 a.m. – **Welcome**
U.S. Dept. of Labor and Partners

9:30 – 10:30 a.m. – **Fiduciary Responsibility**
Speaker: U.S. Dept. of Labor

10:30 – 10:45 a.m. - **BREAK**

10:45 a.m. – 12:00 p.m. – **Fiduciary Responsibility** (continued)
Speaker: U.S. Dept. of Labor

12:00 – 1:00 p.m. – **LUNCH** on your own

1:00 – 1:15 p.m. – **Fiduciary Responsibility Questions and Answers**

1:15 – 2:15 p.m. – **Reporting and Disclosure**
Speaker: U.S. Dept. of Labor

2:15 – 2:30 p.m. – **BREAK**

2:30 – 3:00 p.m. – **Tax Qualification Issues**
Speaker: Internal Revenue Service

3:00 – 3:45 p.m. – **Voluntary Correction Programs**
Speakers: U.S. Dept. of Labor and Internal Revenue Service

3:45 – 4:00 p.m. – **Questions and Answers**

SEMINAR PARTNERS

- Society for Human Resource Management
- National Federation of Independent Business
- U. S. Chamber of Commerce
- American Institute of Certified Public Accountants
- U. S. Small Business Administration

This seminar is FREE and open to the first 200 registrants. Registration will be on a first come first served basis, so please fill out and return the registration form on the back of this brochure as soon as possible by email, or by fax or phone **NO LATER THAN September 1, 2004** (see back for contact information).

SEMINAR LOCATION

Boston Marriott Burlington, Routes 128 & 3A (One Mall Road), Burlington, MA (781) 229-6565

If you plan to spend the night at the hotel, please contact them directly, at (781) 229-6565, ask for reservations. The Department of Labor is unable to offer a block of rooms or conference discount.

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